

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 21st JANUARY 2019:

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Alice Joughin – minutes (AJ); Susan Carson (SC); Neil Richardson (NR)

Item	Minutes	Action
1.	Apologies: <ul style="list-style-type: none"> Amy Bleasdale 	
2.	Minutes & Matters Arising: <ul style="list-style-type: none"> School fund has been audited SIMS AGORA Online payments update provided to committee – query logged with provider in relation to issue arisen regarding reconciliation of accounts Query raised in relation to reminding parents of payments due via SIMS Agora system to prevent budget falling in arrears – reminders are already being sent out to accounts when specific amount is due but suggestion to introduce a regular reminder Fee from using online system is now being added onto future costs to parents so going forward should not present an issue 	
3.	Finance: <p>i) Budget Update (56/237)</p> <ul style="list-style-type: none"> Supply teaching staff budget is over but all accounted for - HC to provide cover where possible and other staff to act up where possible. Gas and electricity below budget – owing to billing issues looks lower than it actually is. Electricity usage has increased – under review to check this doesn't creep up again. Early years block funding – paid each term so not received all funds for this year yet. 'Training' income – for delegate from cluster of schools to attend training our school arranged <p>ii) Extended Budget (10/237)</p> <ul style="list-style-type: none"> 'Budget?' was due to issues getting onto the system – now on the system Copy of extended budget - approved at meeting – forecast contingency of £6,200 for 2018/19 – needs to be approved by chair at general meeting <p>iii) SBS Overview</p> <ul style="list-style-type: none"> Music charges yet to come out of the fund Martin house yet to go out. Residential to Herd Farm yet to go out (payments have come in but not gone out yet) Query raised in relation to trips as expenditure is significantly higher than income – HC to check with AB. <i>Cheque for £1006.50 for Jorvick trip in July (2017/18) did not clear until 2018/19</i> 	<div>RW/HC</div> <div>HC/AB</div>

	<p>transferred printing, as below</p> <p>Q16 Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year? Yes – review budget regularly</p> <p>Q17 Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement? Yes – H&S committee – take action when required. Audit premises regularly.</p> <p>Q18 Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money? Yes – family of schools training, contribution to cluster, Leeds framework</p> <p>Q19 Can the school give examples of where it has improved the use of resources during the past year? Yes – printer in both buildings and still paying less than we were for the single machine. Used the council framework to locate best supplier.</p>	
6.	<p>Policies:</p> <p>(i)Charging and remissions Policy</p> <ul style="list-style-type: none"> • Model policy - approved <p>(ii)Complaints Policy</p> <ul style="list-style-type: none"> • Model policy - approved <p>(iii)Probationary Policy</p> <ul style="list-style-type: none"> • Model policy – approved • HC to check contracts include provision of probationary period <p>Statement of Internal controls</p> <p>Due to be reviewed. This is a retrospective document so 2018/19 already completed. Next audit will be done in the summer meeting ready for Sept 2019.</p>	HC
7.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • PC still off ill – aiming for phased return before Easter holidays – reduction in working hours (0.5 to 0.4 hours) • JN on maternity • HI on maternity • MP covering HI maternity cover • HR anticipated to return May half term – to be confirmed • GE – new TA appointed to reception. • AM – appointed to Y4 due to looked after pupil • VF off ill – not expected to be long term 	

	<ul style="list-style-type: none"> JC providing release time 	
8.	Pupil Premium (i) Update on PP plans and spending <ul style="list-style-type: none"> Discussed strategy and acknowledged strengths of the school in this regard Interventions have been changed to reflect what had a notable impact of learning PP Spend Strategy to be published on website 	HC
9.	AOB: <ul style="list-style-type: none"> N/A 	
10.	Next Committee Meeting: Thursday 25 th April 2019 @ 6pm	